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# THE ASIA PACIFIC INSTITUTE FOR EVENTS MANAGEMENT

# APPLICATION for CENTRE OF EXCELLENCE status

# sECTIONS 1, 2, 3, 4 and 5 are to be completed by the proposed partner in advance of the audit and returned to: contact@theapiem.com

# 

# AUDITOR information – to be completed by apiem

|  |  |
| --- | --- |
| **Name of Auditor** | Name |
| **Date of Visit** | Date |
| **Audit Valid Until** | Date (max. of 4 years after visit) |

# RISK – to be completed by apiem

|  |  |
| --- | --- |
| **Is there any Risk to the Reputation of APIEM in working with this Partner?** | Yes/No  Details |

# Recommendation – to be completed by apiem

|  |  |
| --- | --- |
| **I recommend that the Proposed Organisation is Appropriate to become an APIEM Centre of Excellence** | Yes/No |
| **Comments** | Details |

**SIGNED: DATE:**

**DAVID HIND Dr KAREN FERNANDEZ**

**PRESIDENT OF APIEM VICE PRESIDENT OF APIEM**

# AUDIT report

These sections should provide assurance as to the suitability of the proposed organisation to become an APIEM Partner as a Centre of Excellence.

If documents are appended to this checklist it is useful to provide a reference to the specific section of the document that applies.

# 1 Summary Information

|  |  |
| --- | --- |
| **Name of Partner Organisation** | Name |
| **Name of Main Contact for APIEM, Full Postal Address and e-mail Address** | Details |
| **Partner`s Website URL** | Details |

# 2 information about the partner

|  |  |
| --- | --- |
| **Type of Organization – eg. public or private educational institution/training provider** | Details |
| **Source of Funding** | Details |
| **Licence or Government Approval Required and if so Date of Approval and when this needs Renewing** | Yes/No  Details |
| **Is the Partner Financially Sound** (e.g. attach annual report) | Details |
| **Brief Details of the Organisational Structure of the Partner – faculties/departments/schools etc** | Details |

# 3 Partner compatibility with APIEM

|  |  |
| --- | --- |
| **Mission/vision of the Partner** | Details |
| **History of the Partner** | Details |
| **Are there any Existing Links between the Partner and APIEM?** (if applicable) | Yes/No  Details |
| **What is the Nature and Scope of the Partner`s links with other professional bodies/associations in Tourism or Events Management?** (if applicable) | Details |
| **Award Levels Offered at Partner in Tourism and Events Management** (i.e. if education provider), eg Bachelor`s Degree | Details |
| **Details of the Events Management/MICE Curriculum offered by the Partner – type of courses/qualifications, subject areas covered** (e.g. attach a prospectus or provide online prospectus URL) | Details |
| **Overall Student Numbers at Partner on Events/MICE Management Courses** | Details |
| **Internship Opportunities provided for Events/MICE Management students by the Partner** | Details |

# 4 Resourcing

|  |  |
| --- | --- |
| **Staffing:** | |
| * **Names of Academic Staff who contribute to the Events/MICE Management Courses and their Qualifications** | Details |
| * **Number of Support Staff who contribute to the Events/MICE Management Courses** | Details |
| **Teaching facilities:** | |
| * **Number of General Classrooms, Lecture Theatres at the Partner Organisation** | Details |
| * **Type of Laboratories or Specialist Facilities available for the Events/MICE Management Courses** | Details |
| **Review of learning resources** (adequacy to ensure appropriate student experience. Consider range, quality, quantity, access) | |
| * **Number of Tourism and Events Management books in the Library** | Details |
| * **Number of Tourism and Events Management Journals in the Library** | Details |
| * **Details of Other Learning Resources to support the Events/MICE Management Courses** | Details |
| * **IT Resources to support the Events/MICE Management Courses** | Details |
| **Other Resources to support the Events/MICE Management Courses** | Details |

# 5 NATIONAL REPUTATION

Consider the national reputation of the institution according to the following criteria:

|  |  |
| --- | --- |
| **List of the Events/MICE Management Academic Publications of its Faculty Members** | Details |
| **List of the Events/MICE Management Research and Consultancy undertaken by its Faculty Members** | Details |
| **Examples of Events/MICE Management Employment record of Alumni** | Details |
| **Recognition of the Partner by National Tourism and Events/MICE Associations and Government Agencies and Departments** | Details |
| **Other Factors that Enhance the National Reputation of the Partner** | Details |

**Signature of Auditor:**